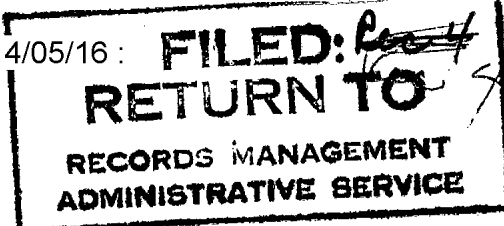


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Security Information



27 May 1952

Chief, Organization and Methods Service

Chief, Administrative Service

Report of Records Management Survey.

1. The attached report of survey pertaining to files and file systems of Organization and Methods Service is forwarded for your consideration and concurrence.

2. The Acting Chief of the Records Management and Distribution Branch, [redacted] and the Records Analyst, [redacted] who prepared this report, will discuss it with you at your convenience. In addition they will be glad to assist in installing the proposed filing system and in training your personnel in its use.

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Attachment: Report of Survey



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Distribution:

Orig & 1 - Addressee
2 - Adm Ser
1 - Rec Mgm't ✓

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